



Umatilla County Soil and Water Conservation District
1 SW Nye Ave. Suite 130
Pendleton, OR 97801
Phone: 541-278-8049 Ext. 138

Steps for SIA Projects:

1. Contact:

- The landowner may contact the SWCD or the SWCD may contact the landowner
- The SWCD and landowner will arrange a site visit that is convenient for the landowner

2. Site Visit:

- The site visit will include an explanation of the process, pertinent questions to the landowner and initial photos of the project site

3. Application Completion and Submission:

- Once eligibility is determined, SWCD staff will complete and submit an OWEB small grant application asking for coverage of 75% of project costs and the landowner to cover 25% in match (which can be in labor, materials, etc.)
- If no financial assistance is requested, technical assistance can be provided at this point

4. OWEB Review and Determination:

- The OWEB Small Grants Team will review the application on the next review date (grant cycles renew approximately every three months)

5. Grant Agreement:

- Upon approval by the OWEB Small Grants Team, a unique grant agreement will be created for the project
- SWCD staff will review the grant application and agreement with the landowner, all parties will sign if in agreement, and the documents will be submitted to OWEB for final review

6. Final Approval and Implementation:

- Once the project is approved by OWEB, work can begin on the property

7. Monitoring and Review:

- All projects will require a Year-Two Status Report, including the condition and success of the project, as well as project photos
- Any other requirements will be determined by each unique grant agreement

The Small Grant application process is a low-complexity process offered by OWEB. However, the length of the grant process can vary due to the duration and outcomes of each step involved.